

**MINUTES**  
**PERSONNEL COMMITTEE**  
Tuesday, September 10, 2013  
City Hall, Room 207  
8:07 p.m.

Members Present: Chair Andy Nicholson, Ald. Tom DeWane, Ald. Amy Kocha, Ald. Tom Sladek

Others Present: Director Lynn Boland, Director Dawn Foeller, Director Steve Grenier, City Attorney Tony Wachewicz and others

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

3. Approval of the minutes of the meeting of August 13, 2013.

A motion to approve the minutes of the meeting of August 13, 2013 was made by Ald. Kocha seconded by Ald. Sladek. Motion carried unanimously.

4. Request to fill Patrol Officer vacancies in 2013 that were approved as part of the budget.

A motion to approve the request to fill Patrol Officer vacancies in 2013 that were approved as part of the budget was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

5. Request to fill the following positions and all subsequent vacancies resulting from internal transfers.

- a. Assistant City Engineer (Special Projects) – Public Works
- b. Civil Engineer – Public Works
- c. Equipment Operator (2 positions) – Public Works
- d. Truck Driver – Public Works
- e. Tractor Operator – Public Works
- f. Patrol Officer - Police

A motion to approve the request to fill positions 5a through 5f and all subsequent vacancies was made by Ald. DeWane and seconded by Ald. Kocha. Motion carried unanimously.

6. Request to approve out-of-state travel for Purchasing Manager, Rick Jensen, to accept and serve a 1-year appointment to Onvia's Agency Advisory Board.

A motion to approve the request for out-of-state travel for Purchasing Manager, Rick Jensen to accept and serve a 1-year appointment to Onvia's Agency Advisory Board was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

7. Request to approve revisions to Personnel Policy, Chapter 6 – Recruitment and Selection.

Director Boland explained that per the Committee's request, modifications were made to Section 6.8 of the policy which would provide the Human Resources Director with authorization to offer moving expenses to Department Head candidates in an amount up to \$10,000. Human Resources would work in conjunction with Purchasing when offering any moving expenses and if moving expenses are provided, the HR Director will report back to the Personnel Committee. Moving expenses in excess of \$10,000 or for positions other than department heads would require prior approval by the Personnel Committee and City Council.

Director Boland stated that Human Resources is also requesting a policy revision under Section 6.11 which would allow probationary employees to seek transfer opportunities.

A motion to approve revisions to Personnel Policy, Chapter 6 – Recruitment and Selection was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

8. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions for regular employees was made by Ald. Sladek, seconded by Ald. Kocha, motion carried unanimously.

9. Update and discussion regarding labor negotiations.

Director Boland stated there is no update at this time.

A motion to receive and place and file the update and discussion regarding labor negotiations was made by Ald. Sladek, seconded by Ald. DeWane. Motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. Kocha and seconded by Ald. DeWane at 8:14 p.m. Motion carried unanimously.

Respectfully submitted,  
Peggy Barden  
Recording Secretary